



## JOB DESCRIPTION

Position Title: **Senior Technician**

Working Area: **Development Review**

Class Code: 5326  
2002

Non-Exempt

EEO Code: 03

Effective Date: August 30,

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### **Major Function**

Work involves the review, coordination, and processing of development applications, including reviews relating to sufficiency, and impact fees, and basic review of planning and zoning issues, to insure consistency with the Seminole County Land Development Code and Comprehensive Plan.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Reviews all types of site plans, subdivision, and other permit application packages, related to sufficiency, concurrency, and impact fees, to identify issues that may need further review and to assure compliance with the requirements of the County Code.

Reviews basic legal instruments and descriptions for plats, deeds, and easements for dedication as related to development proposals. Performs basic review of development applications, prepares location maps with computer software, and distributes the applications to other reviewers for technical review.

Participates' in pre-application conferences, and project review team meetings, to contribute information on various issues that have been identified.

Enters records of project review packages into a tracking system, and maintains status records throughout the life of project review and construction. Distributes site plans and subdivision review packages to staff reviewers and outside reviewers in a timely manner. Receives review comments from technical reviewers and inputs the information into the project tracking and management system. Generates notices and reports for applicants to explain the timing and requirements for projects, and collect fees.

Performs project application intake for all types of projects reviewed by the Division, and works with applicants at the counter and on the telephone to answer questions about the review process.

Distributes procedure manuals for the various processes, and assists with locating information in the manuals for applicants, to address specific questions about the review process. Accepts applications for concurrency review and answers questions about impact fees.

Monitors projects through construction to assure continued compliance with the initial commitments and conditions.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Requires knowledge of planning and zoning principles as applied to land development. Must have knowledge of Land Development Regulations and processes.

Ability to prepare clear and effective technical reports and correspondence. Must possess the ability to establish and maintain effective working relationships with co-workers, managers, engineers, contractors and the general public. Ability to verify mathematical calculations. Ability to use microcomputers with various programs for basic map preparation, database management, document preparation, and general information.

Associates Degree and two years experience in plan review, planning or zoning work.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is generally an office situation. The incumbent typically performs job duties sitting at a desk or table. Incumbents in this position are exposed to radiant or electrical energy on a regular basis. This position requires the use of office equipment that requires high manual dexterity.